

27 January 1948

MEMORANDUM

Document No. 57

25X1 TO: Acting Chief, [REDACTED] NO CHANGE in Class.
25X1 FROM: Chief, [REDACTED] DECLASSIFIED
SUBJECT: Final Payment Clearance Sheet Class. CHANGED TO: TS S C
DDA memo, 4 Mar 77
Auth: DDA REG. 77/1763 Date: 05 APR 1978 By: [REDACTED]

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1. Reference memorandum 15 January 1948, Subject: "Final Payment Clearance Sheet" from Assistant Chief, [REDACTED] to Acting Chief, [REDACTED]

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2. The comments contained in the above mentioned memorandum are not concurred in. The reason being that it is the primary responsibility of the Administrative Officer to take every possible action to clear an employee prior to his request for clearance to branches and divisions of AM. If an employee can not be cleared, it seems that it is the responsibility of the Administrative Officer to take such steps as are necessary to clear up any discrepancies or charges which exist against the employee.

3. There are actually two divisions in [REDACTED] which are interested in the resignation and transfer of any employee, i.e., Property Control Division and Transportation Division. There is no need for the employee to come through the Office of the Chief, [REDACTED], since no action can be taken in that office. It would just mean that the employee would have extra waiting due to the fact that the Administrative Officer of the Services Branch would have to clear with the two divisions mentioned above. Therefore, it seems logical that the employee should go direct to the divisions concerned.

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4. Comments contained in penultimate paragraph of subject memorandum in effect states that the form should not be made to fit the purpose for which it is desired because to do so would make the form too lengthy and too detailed. In my opinion this comment is completely unjustified.

5. In view of the above comments, [REDACTED] stands on the comments previously made and contained in memorandum dated 7 January 1948.

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[REDACTED]

courtesy [REDACTED]

cc [REDACTED]

cc MTB chrono [REDACTED]

cc Procedures file [REDACTED]

Chief, [REDACTED]

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